

# BOARD OF SUPERVISORS

Brown County



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## EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, Patrick Wetzel, Patrick Evans  
Bernie Erickson, Patrick Buckley

**EXECUTIVE COMMITTEE**  
**Monday, January 7, 2013**  
**5:30 p.m.**  
**Room 200, Northern Building**  
**305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of December 10, 2012.

### Communications

1. Communication from Supervisor Steffen re: A budget development policy. *Referred from December County Board.*
2. Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee. *Held from December meeting.*
3. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. *Held from August County Board.*
4. Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013. *Held from December meeting.*
5. Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does. *Held from December meeting.*
6. Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) a policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Held from December meeting.*
7. Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc. *Held from December meeting.*
8. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13(5)(f) to delete "and discussion pertinent to the subject matter." *Held from December meeting.*
9. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Held from December meeting.*

### Legal Bills

10. Review and Possible Action on Legal Bills to be paid.

### Reports

11. County Executive Report.

**12. Internal Auditor Report.**

- a) Budget Status Financial Report for November, 2012.
- b) 2012 Accomplishments.

**Vacant Budgeted Positions (Request to Fill)**

- 13. Clerk of Courts – Court Coordinator, Vacated on 01/02/13.
- 14. County Clerk – Deputy County Clerk, Vacated on 01/07/13.
- 15. Human Resources – Employee Service Manager, Vacated on 12/28/12.
- 16. Human Services – Behavioral Health Specialist (2 positions), Vacated on 08/29/12 and 10/09/12.
- 17. Human Services – Economic Support Specialist I (2 positions), Vacated on 01-02-13 and 01-09-13.
- 18. Human Services – Social Worker/Case Manager - Child Protection Intake/Ongoing. Vacated on 12-09-12.

**Closed Session**

- 19. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Labor negotiations).

**Other**

- 20. Such other matters as authorized by law.
- 21. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, December 10, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, Pat Evans, Steve Fewell, Tim Carpenter, John Vander Leest  
**Excused:** Pat Buckley, Pat Wetzel  
**Also Present:** Supervisors Williams, Dantinne, Van Dyck, Zima. Executive Streckenbach, Brent Miller, Lynn Vanden Langenberg, Dan Process, David Hjalmsquist, Molly Hillmann, Juliana Ruenzel, Chuck Lamine, other interested parties

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to approve.**

**Vote taken. MOTION UNANIMOUSLY APPROVED.**

**III. Approve/modify minutes of October 29, 2012.**

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken.**

**MOTION UNANIMOUSLY APPROVED.**

### Communications

**1. Communication from Supervisor Dantinne re: To change the Land Conservation Subcommittee to a Committee. *Referred from October County Board.***

Supervisor Dantinne informed that Land Con did a lot of different things, it oversaw department heads and their budgets, and they had millions of dollars in grants. He wanted to make sure that they could actually do all of those things, subcommittees don't do those things, they report to parents committees which then go to County Board. Land Conservation reports to County Board. He questioned what they had been doing, was it the right way?

Erickson agreed 100%. There was no parent committee that Land Conservation reported to. They don't have to add another night of meetings; they could say it that it would meet concurrently with PD&T as it does now. The only thing he felt would change was that it wouldn't be listed as a subcommittee and the chairman would be on Executive Committee. Erickson recommended a motion to change the status of subcommittee to committee.

*Supervisor Vander Leest arrived at 5:33pm.*

Evans noted that there were non-supervisor members on the committee and stated that if they were going to change it to a committee than they would have to remove the nonelected members. He believed that there would be some State Statutes that they would have to look at and budgeting issues, approval of budgets, etc. He informed that he would not be in favor of adding someone to Executive Committee. He appreciated where Dantinne was coming from but felt the arguments weren't great. He felt that the status quo was working fairly well, it was a functioning subcommittee. Evans suggested dissolving the Land Conservation Subcommittee and putting all the work that's done on PD&T.

III

Moynihan believed they needed further research due to the State Statutes, etc. Dantine responded that that's what he was asking. He wanted to make sure they were following the right process.

Vander Leest informed that he had served on this committee for two years and they operated differently than other committees. He felt the right motion would be to refer to Corporation Counsel for research. Erickson added that other subcommittees do not make any decisions that don't also have to go to a parent committee. This committee made all the decisions and was responsible to no one, then goes to the County Board or occasionally Executive Committee. It makes its own monetary decisions with no input from anyone. Erickson believed at one point Land Con was a committee but was changed during the realignment of the five operating committees. Because of the importance of it, it wasn't designed to be merged into something, but it was important enough to be on its own.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to refer to Corporation Counsel to review the structure, the autonomy, etc. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**2. Communication from Supervisor Vander Leest re: Request lower cost alternatives to bring greater access to Brown County citizens of County government meetings. *Referred from October 29<sup>th</sup> Executive Committee meeting and October County Board.***

Vander Leest informed that he had spoken with Executive Directors for Wisconsin and they had talked about the cost factors, and decision points such as if they wanted to be live or delayed, etc. They basically stated to determine how elaborate it should be and how much they want to spend, the quality, etc. From Vander Leest's perspective, he knows that technology has improved and can't justify \$75,000-\$80,000 when he had never had a constituent request to see a live proceeding of the committee or County Board. He agreed with the sentiment but would like to keep the cost down.

Erickson informed that he had agreed with Vander Leest. He suggested during elections placing a question on the ballot for feedback or on the County website.

Moynihan suggested a motion to receive and place on file. No second was made.

Vander Leest offered to further research ideas and come back with alternatives but felt that they needed to decide what level of sophistication they wanted. Moynihan informed that they would be doing that next week. Vander Leest responded that he didn't agree with the RFP. He furthered that minutes still needed to be created. He didn't believe there was a per-say savings but a way to be more transparent to the public.

IS Director David Hjalmsquist informed that the purpose of the RFP was not for live streaming but the back end infrastructure to record and have audio for the room. He explained that it was similar to Hennepin County, they video tape their meetings and along with that side by side they have the agenda and the minutes and on the agenda, if someone didn't want to watch through the whole meeting they could click on the agenda item and it would take them to the particular item. The live streaming, which could also be available, he agreed, the county didn't need the live streaming. The County Board staff will be able to take the recording, with a foot pedal, start and stop the recordings as it goes and tie the video with the audio, it would be the job of the recording secretary.

Zima stated he liked the idea of accountability but believed there should still be minutes and have a permanent record. The discussion was the history and what went into developing their policies.

Evans agreed with Zima, he didn't have a problem with greater access to the public but the dollars

were high. Hjalmsquist responded that the amount was for rewiring, putting in audio and back infrastructure to be able to store all the data that would be recorded. They would also have to do the video equipment and put in cameras, etc. The video stream would be stored for forever as it was compressed and didn't take up much storage. When they redo the council chambers and the courtrooms, they would be able to centralize the entire infrastructure. The chambers are targeted to be done by the end of April, courtrooms by the end of March.

Vander Leest informed that some committees met offsite and felt there would be a disconnect. His general feeling was you could spend money and make more elaborate plans but they had to come back with more cost options and reiterated his previous comments.

*Supervisor Fewell arrived at 6:00 p.m.*

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to refer to IS. Vote taken. Nays: Fewell, Carpenter, Moynihan. MOTION APPROVED 4 to 3.**

3. **Communication from Supervisor Vander Leest re: Request to pass a resolution to the WI Legislature and Governor Walker requesting additional State funding for Assistant District Attorney Positions. This resolution would be sent to other Wisconsin Counties. *Referred from October County Board.***

Vander Leest informed that the State had taken over the payment for the Wisconsin District Attorney's expenses. Statewide there was a shortage of several hundred positions. It would be nice if they would be able to provide some assistance to the county to get more help. Vander Leest informed that the budget was not complete yet, it was still being worked on and the legislature could still amend it.

Director of Administration Brent Miller provided a sample resolution to the committee (attached).

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to submit the resolution provide to Corporation Counsel to have it put in Brown County form for the December County Board meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

4. **Communication from Supervisor Williams re: To change the starting time of the County Board meeting from the current 7 p.m. to 6 p.m. hereafter. *Referred from October County Board.***

Williams informed that parent committee meetings currently met between 5pm and 6pm and in speaking with supervisors, people who attend meetings, the general public, and administrative staff, he was informed that moving it up would give people a better opportunity to come. He believed people made the time and alterations in their schedules to show up at committee meetings, and felt they should also make it accommodating for them. Moynihan agreed with Williams's sentiment, at one point the meeting was held at 7:30 and it was moved up to 7pm. He believed a lot of the staff carried over from their day job to attend the meeting and it would be a lot more comparable for then and the citizens and media to attend. There had been a lot of late meetings and communications couldn't get out in that respect. He fully supported the 6pm start time.

Vander Leest stated that the City of Green Bay changed their meeting times from 7:30pm to 7pm and they felt meetings only got longer. He didn't necessarily support moving it up.

Erickson stated he would go along with whatever was proposed but noted that there might be issues with timing if an emergency committee meetings gets called before the board met. He felt they needed to allow time for those meetings.

III

Fewell agreed that there will be times where they will need to have emergency meetings and believed it was also an ordinance change.

**Motion made by Supervisor Moynihan to amend the ordinance to starting time of 6pm. Motion failed, No second.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to receive and place on file. Vote taken. Nay: Moynihan. MOTION APPROVED 6 to 1.**

5. **Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee. *Referred from October County Board.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to hold until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

6. **Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013. *Referred from October County Board.***

Lund informed that Robinson was unable to attend tonight's meeting and asked for a motion on Items 6 through 9. *See Item #9's motion.*

7. **Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does. *Referred from October County Board.***

8. **Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) A policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Referred from October County Board.***

9. **Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc. *Referred from October County Board.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold items 6, 7, 8 and 9 until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

10. **Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discuss pertinent to the subject matter". *Referred from October 8<sup>th</sup> Executive Committee meeting.***

Moynihan stated that the Board would be acting on the RFP for the audio and video for Room 200 so until the Board had made a decision he would like to hold this item until January.

Evans stated he was not in support of holding. He informed that he liked the written discussion and believed there would no longer be discussion, just motions. It was a historic record and it would erase transparency. He could appreciate upgrades in technology but felt there were a lot of people that still liked a copy of the minutes.

Vander Leest stated he has had to review previous minutes and there had been practical things where they needed the detail. Sometimes it was mundane things and some things were needed for

the future. He felt you always needed more information, not less, especially the detail in the minutes. He felt it helped the counties position with the last negotiations with the Resch, they used the minutes as a bargaining tool. This was a good example on why a record should be kept. You don't know when you might need the information.

Moynihan stated that if you looked at the City of Green Bay, Village of Ashwaubenon, City of De Pere, all actions were in motions, they don't have all the verbiage. All this extra money was intertwined with expansive narratives. After a recording secretary has sat through a three hour meeting, they had to go back and listen to the meeting all over again typing out word for word. That was the reason he wanted to hold this, until the Board made a decision about the video and audio, the IS Director indicated that you could look at an agenda, click on the item and there was your record. It was always there and you still had the hard copy of the motions, seconds and the action of the committee and or the board.

Zima believed Moynihan was trying to create greater efficiency but informed where he disagreed, in the past they had the exact opposite complaints. There were complaints that some of the minutes of some of the meetings that were being taken were strictly motions and you didn't get the reasoning's or arguments of the people and it created longer Board meetings because they weren't keeping that record as well as they could. When he was Chairman, there were discussions about how much the recording secretaries should be typing. He informed error on the side of having more than having less because every person believed their point was pertinent. He felt it was important for the historical record and for the efficiency of the Board meetings. He felt they should have a permanent record that people can listen to and they can read it if they wanted to. Zima believed those records were important and people had to be willing to stand by what they say and be more careful of what they say. Moynihan interjected that Zima just argued his point to have the audio and visual RFP approved. Zima stated he wasn't against it and was glad to see what the costs were. Moynihan stated another entity, Brown County, their own clerk, if you ever look at her minutes; it was the motions and the actions. Zima stated that that was the exact next point he was about to make. The Brown County Clerk's office didn't keep any minutes at all; he felt that was bad because there were people that make discussion at the County Board meeting that wasn't made at committee meetings so things were being sent back. He felt the Clerk's office minutes were too sparse for too long and there should be some discussion included. Zima stated let's look at what the costs are, he felt it was a worthy discussion.

Streckenbach stated that when examining the discussion of keeping the minutes in record, format, the audio and visual aspect would give you the best historical record of what was taking place and transpiring at that moment in time. The question about handwritten minutes, he felt there was merit in that discussion. When looking at the overall ability to maintain the integrity of the discussion, the opportunity to keep that record as complete as possible, there is that opportunity to have that available for the public but more importantly the future to come.

Fewell doesn't disagree with Zima, but he felt that the written record reflected what someone thought was important. He believed that not every statement made in a meeting was recorded. He didn't have a problem with recording every word that was said but as far as recording it for video, that set a lot of things in motion where you actually see what the demeanor was and what the arguments were and you see clearly what was going on, there was no debate about it. When reading the minutes, it was up to who wanted to wordsmith that down, etc. They had been through that. He believed it was very clear what was being said when you have the video. He felt video streaming was extremely transparent and would make people more cautious about what they say.

Lund believed there were a lot of people that liked to read and not listen to something. He said he would like both options but wouldn't want to get rid of the written minutes.

III

**Motion made by Supervisor Fewell, seconded by Supervisor Carpenter to hold until January meeting. Vote taken. MOTION APPROVED.**

- 11. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from October 8<sup>th</sup> Executive Committee meeting.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to hold until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Legal Bills**

- 12. Review and Possible Action on Legal Bills to be paid.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to pay the legal bills. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Referred from October 8, 2012 Executive Committee Meeting**

- 13. Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the Sheriff/Communication Center Director with the 24/7 operations.***

Streckenbach informed that the operations were running. Vanden Langenberg felt that the problem that was coming up was due to staffing. They hired 10 people and they were in training. The waiting list will be established with the next round of hiring. Since the staffing levels were up they haven't had any complaints.

Erickson questioned if Human Resources was looking at the individuals and recommending the hiring of these people. Vanden Langenberg informed that there was a time when HR was not involved, as of August they were involved in the screening and interviews. Erickson questioned if the IS Director could sit down and create a schedule to work with, put it in a program. Hjalmsquist stated he would have to defer to do more research. Erickson asked if he could come back with a draft.

Vander Leest questioned if they were using part time and weekend help. Vanden Langenberg responded, yes and some were being promoted to full time when vacancies occur. If people leave Brown County employment and they are available for on call, they were also filling spots. Lund informed that companies hire specifically for weekend help but every other weekend. You could essentially do that and the complaints with the 5/2 schedule would be gone. Overtime would be reduced and there would be money saved. There would be people willing to do it and you wouldn't have the burnout. Vander Leest questioned how long the training was, Vanden Langenberg informed that they start out with five weeks of classroom and then they get them on the floor to try and compress it a little bit and they were evaluating the effectiveness of it. There was a team of staff and supervisors from the 911 Center and HR that were looking at different options. Vander Leest suggested providing information to the Executive Committee every 3-6 months.

Williams stated he was involved in scheduling at a papermill and has worked there for over 30 years. He stated there were so many opportunities out there. He believed there would never be a Sunday through Saturday schedule and offered his services to help this move forward. Van Dyck concurred with Williams noting that he had work in the industry for 13 years. He questioned if this was an issue any longer and if it was, it an HR Department issue, not an IS issue. HR can work it out and tell IS what they wanted programmed.

Streckenbach informed that the biggest issue facing the 24/7 operations was outside of Act 10, moving beyond it and addressing how they interrelate with their department staff. First there was a

III



disconnect with management and their staff. Staff has a lot of good ideas that could have been brought forward to help resolve some of the issues they were facing. Second thing was they were experiencing staff shortage. Staff shortage was one of the things that they were hoping to be able to examine over time with the overall structure of how the 911 Center operated. The goal was to standardize procedures. First and foremost was ultimately to get staffing in place, figure out protocols and continue to engage with the staff, find efficiencies, working with them on the best schedules, etc.

Zima felt management does have a lot more flexibility and options to operate their departments than they used to. They should be able to have flexible work pools that they could plug in for vacations. Why not explore getting weekend shifts. He felt those were things they could explore and should. Time for management to take the management options they have, but feel free to share with the frontline employees. They don't have to have the burnout and unhappy employees.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to have a quarterly report for the 911 Communication Center. Vote taken. Nay: Moynihan. MOTION APPROVED 6 to 1.**

#### **Reports**

##### **14. County Executive Report.**

Streckenbach informed that a team had driven down to Madison to meet with the Governor's budget team to discuss with them Brown County initiatives that were in place and they were hoping that they could take them into considerations. They talked about the importance of a decision on how Family Care was going to be handled, the importance of recognizing the fraud issue Brown County had and that they could be a benefit to the consortia, of the economic support in their initiatives, the importance of funding the GPA, the bridges and fully funding their public works to make sure they can take care of the infrastructure. They discussed the issue regarding alternatives to incarceration, how important it was to help save cost to the state and the county. They talked about the importance about supporting the funding to Child Support, and how Child Support brought benefit to county and state and helped their fraud unit in giving them protection. They talked about the importance of the Federal Inspection Station, the research tech park along with the importance of the Governor reintroducing a rail ramp in the Brown County area to help the area manufacturers.

Overall it was a decent discussion; they weren't there to give answers but there to listen to specifics of what Brown County was up to and where they could be of assistance in the future.

They were in process of contacting each of the Supervisors to schedule meetings hoping they would sit down to discuss initiatives they would like Administration to work on for 2013 and talk about 2014 and beyond. Their goal was to continue to work with County Department Heads to discuss day to day operations and move into more annual and long term planning and to get information out in a timely manner.

Their overall budget for 2012, they will be coming in budget overall and they will look to see what happened in 2012 at the beginning of the year to see what departments could return money to the general fund.

Currently they were working on the County Department Head initiatives for 2013 along with 2014. They will be bringing those initiatives forward.

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

III

**15. Internal Auditor Report.**

- a) **Budget Status Financial Report for October, 2012.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

- b) **2013 Audit Plan.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**16. Energy Oversight Committee.**

- a) **Request for Proposals (RFP) Energy Consulting Services Project 1628.**

Risk Manager Barb West informed that they were thinking about hiring a consultant to determine if there was a better way to purchase natural gas, find a savings.

Vander Leest informed that the Library had an energy consultant come through and identify where they could save money. The Ed & Rec Committee suggested rolling this out county-wide as a way to look at consumption for all county buildings. He knew it cost money up front but the payback was 2-4 years.

Van Dyck questioned before hiring a consultant he knew there were a number of companies that would come in and do this for nothing because they would try to sell the natural gas. He suggested looking into this option. West informed that they had looked at reversed auctions and have people bid on the usage. The committee decided that they wanted to hire a consultant first.

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Vacant Budgeted Positions (Request to Fill)**

- 17. District Attorney – Clerk/Typist I, Vacated on 11/21/12.**
- 18. Human Services/CTC – Clinical Social Worker/Pro Counselor/Case Manager, Vacated on 11/25/12.**
- 19. Human Services/CTC – Medical Transcriptionist, Vacated on 10/06/11.**
- 20. Human Services – Accountant Supervisor, Vacated on 11/27/12.**
- 21. Information Services – IS Client Support Specialist, Vacated on 11/11/12.**
- 22. Public Works/Facility Management – Housekeeper I, Vacated on 11/05/12.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to suspend the rules to take 17-22 together. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to approve 17-22. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Resolutions, Ordinances**

- 23. Resolution re: Change in Table of Organization Land and Water Conservation Technician LTE.**

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

- 24. Ordinance to Amend Sections 2.05(15) and 3.12 of the Brown County Code Entitled, Respectively, as "Committees of the County Board" and "Grant Application Approval".**

Molly Hillmann informed that department heads were coming to the committees stating that they already applied for grants which was an after the fact, she informed that she looked back at the history and there had never been a grant that was denied.

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

*Although shown in proper format, item 26 was taken at this time.*

**Closed Sessions**

- 25. Discussion and Possible Action re: Contract Negotiations.**  
a) **Closed Session** pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- 26. Discussion and Possible Action re: an Offer to Purchase from Cardinal Capital Management, Inc., and/or its Assigns, approximately eight acres of Brown County owned land (part of a larger parcel known as Parcel # 21-283 and #21-282).**  
a) **Closed Session** pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to enter into closed session. Vote taken. Roll call: Erickson, Lund, Moynihan, Carpenter, Vander Leest, Fewell. Nay: Evans. MOTION APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. Roll call: Evans, Erickson, Lund, Moynihan, Carpenter, Vander Leest, Fewell. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Carpenter to approve offer to purchase. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Other**

- 27. Such other matters as authorized by law.**
- 28. Motion made by Supervisor Evans, seconded by Supervisor Erickson to adjourn at 9:08 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

III

**David Steffen**

**Brown County Supervisor – District #23**

**Davidsteffen04@yahoo.com | (920) 246-0102**

December 20, 2012

RE: Annual Budget Development Policy

Dear Fellow Board Supervisors:

Last month, the Brown County Board of Supervisors (BCBOS) assembled to finalize the County's 2013 annual budget. However, the development of that budget did not begin last month. In fact, the budget process began over five months earlier. This five-month process involved hundreds of staff-hours and dozens of meetings with department heads, committees, supervisors, employees, and the public.

This time commitment is necessary and expected to adequately develop a sound budget that meets the challenges of a \$280 million government operation employing over 1500 people and affecting over 220,000 residents and businesses. It is my belief that this process makes sense for the county's leadership, as well as the taxpayers. This lengthy development allows for multiple points in time for everyone involved to discuss and debate their opinions and priorities.

However, due to a long standing BCBOS routine, this thoughtful, deliberate, methodical approach to budget development and good government is dismissed on the final evening of budget discussion. Without notice, without fiscal impact determinations, without departmental review, and without public input, any BCBOS member may introduce their own initiatives and programs for consideration, regardless of the potential financial or operational impact and without public review. It is my belief that this is a tremendous disservice to the process and people involved and effected by our decisions.

For these reasons, I respectfully request the BCBOS consider the following budget development policy:

1. All Supervisors and Department Representatives shall submit to the Brown County Board Office, in writing, any requested adjustments to the proposed annual budget no fewer than five (5) business days in advance of the annual County Board budget meeting.
2. Each requested adjustment submitted shall include the effected department or fund as well as the estimated budgetary impact.
3. This policy shall be applicable for budgetary adjustment requests with a negative budgetary impact (i.e. increases government spending) in excess of \$50,000.

Thank you for your consideration of this proposal.

Sincerely,

  
David Steffen

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE  
FOR JANUARY 7, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Gary A. Wickert, S.C.	99W21	12/4/2012	\$ 1,402.50	Human Services/Hearing Officer – Crowley - Child Abuse /Neglect Substantiation Hearing
	12W27	12/27/2012	\$ 5,710.50	Airport - General Matters
Davis/Kuelthau	356874	11/28/2012	\$ 163.50	Planning - Brown Co/ SC Grand
	357866	12/20/2012	\$ 716.25	Planning - Brown Co/ SC Grand
MICHAEL, BEST & FRIEDRICH LLP	1221303	12/12/2012	183.00	Fox River Cleanup - Insurance
	1221304	12/12/2012	2,747.00	API & NCR v. Geo. A. Whiting, et al
TOTAL			10,928.75	

**GARY A. WICKERT, S.C.**  
Attorney and Counselor at Law  
801 E. WALNUT • P.O. BOX 1656  
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188  
wicklaw@gbonline.com

December 4, 2012

Brown County Corporation Counsel  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: Hearing Officer -- Crowley  
Our File No. 99 W 21

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
7/9	Brief review of file	.35
7/10	Letter from Rob Collins; Review additional reports, statements, video, etc.; Prepare Exhibit List; Review Chapter 48 re: abuse	2.75
8/22	Phone conference with Attorney Tim Hawks and Rob Collins re: motion/scheduling	.65
8/25	Letter from Rob Collins (Crowley); Letter to Attorneys Collins and Hawks	.20
9/5	Letter from Attorney Collins with photos (Crowley)	.10
9/19	Voice mail and e-mail from Attorney Hawks; E-mail to Attorneys Hawks and Collins re: extend briefing schedule	.30
9/19	Letter from Attorney Hawks re: Crowley; Letter to Attorneys Hawks and Collins re: Crowley	.20
10/1	Review Summary Judgment Motion, Brief, and Affidavit from Attorney Hawks re: Crowley	.75
10/22	Review Summary Judgment Brief from Brown County re: Crowley; Review Reply Brief re: Crowley	.40 .25
12/1	Work on Decision re: Crowley	1.75
12/3	Complete Crowley Decision; Letter to Attorneys Collins and Hawks	1.50
12/4	Review and revise Crowley Decision.	.15
	<b>TOTAL HOURS:</b>	<b>9.35</b>

9.35 HOURS @ \$150.00 PER HOUR =

\$1,402.50

AMOUNT DUE ON ACCOUNT:

\$1,402.50

Thank you.  
GAW:prn

ACCT NO: 201076.140.143.5708  
DATE: 12/20/12  
APPROVAL: [Signature]

OK to pay  
12/10/12

**GARY A. WICKERT, S.C.**

*Attorney and Counselor at Law*

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188

wicklaw@gbonline.com

December 27, 2012

Brown County Airport  
P.O. Box 23600  
Green Bay WI 54305-3600

Re: General Matters  
Our File No. 12 W 27

**STATEMENT**

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
11/29	Review Clean Power Agreement; Phone conference with Sue Bertrand re: Clean Power	1.00
12/3	Begin preparation of Temporary Janitorial Agreement	1.00
12/4	Complete Temporary Janitorial Agreement re: Clean Power; Letter to Tom Miller, Sue Bertrand, and John Reed re: Clean Power	.75
12/5	Review and revise Temporary Janitorial Agreement re: Clean Power; Phone conference with Tom Miller re: Clean Power; Phone conference with Sue Bertrand re: Clean Power; Revise Clean Power Agreement	.15 .15 .40
12/6	Review information re: parking agreement modifications; Phone conference with John Reed, Sue Bertrand, and Tom Miller re: Clean Power; Phone conference with Sue Bertrand re: revisions to Clean Power Agreement	1.20 .15
12/10	Phone conference with Sue Bertrand re: parking management agreement; Prepare revisions to parking agreement; Phone conference with Sue Bertrand	.75 .85
12/11	Phone conference with Mary Berthlein re: FAA; Phone conference with Tom Miller and Sue Bertrand re: Jet Air and call to Attorney Tom Rohan's office	.10 .15
12/12	Phone conference with Tom Rohan re: Jet Air; Phone conference with Sue Bertrand re: Jet Air; Review FAA revised lease	1.00 .75 1.50
12/13	Phone conference with Sue Bertrand re: FAA; Letter to Mary Berthlein; Phone conference with Sue Bertrand; Review letter re: FAA lease; Meeting with Tom Miller, Sue Bertrand, and John Reed re: Jet Air Lease	.60 .25 .25 2.50

Page Two  
December 27, 2012

12/17	Review correspondence from Mary Berthlein re: FAA;	
	Review revised FAA lease;	
	Phone conference with Sue Bertrand;	.50
	Review Standards gen-Aviation Operators;	.30
	Phone conference with Tom Miller re: FBO,	
	Min Standards, Jet Air lease;	.70
	Phone conference with Tom Rohan;	1.00
	Phone conference with Sue Bertrand	.40
12/18	Phone conference with Lee Thibedeau re: Net Lec;	
	Letter to Tom Miller re: Net Lec;	.20
	Phone conference with Sue Bertrand re: Jet Air;	.30
	Phone conference with Sue Bertrand re: fuel	
	farm parcel;	.15
	Prepare Amendment to Lease re; Jet Air	
	June 2010 to December 2012;	.40
	Letter to Tom Rohan;	.20
	Letter to Tom Miller, Sue Bertrand, and	
	John Reed re: Jet Air;	.20
	Prepare modifications to Jet Air lease;	1.25
	Phone conference with Sue Bertrand re:	
	amendment to Jet Air lease	.80
12/19	Review and revise material to Tom Rohan re:	
	Jet Air	.15
	Received Jet Air exhibit from Sue Bertrand	.10
12/20	Phone conference with Tom Miller and Sue	
	Bertrand re: Jet Air;	.75
	Revise Jet Air lease amendment and modifications.	.25
	TOTAL HOURS:	21.15

21.15 HOURS @ \$270.00 PER HOUR = \$5,710.50

AMOUNT DUE ON ACCOUNT: \$5,710.50

Thank you.  
GAW:prn





111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

November 28, 2012  
Invoice 356874  
Page 1

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

For Services Through October 31, 2012

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

10/16/12	Review of correspondence and interoffice discussion of file.	0.30 hrs.	\$	63.00
10/23/12	Research bankruptcy status of Ashwaubenon Creek and various guarantors; prepare email to Attorney Rohan regarding same.	0.30 hrs.	\$	43.50
10/23/12	Review loan documents and related documents.	0.30 hrs.	\$	63.00
Total Fees for Professional Services.....				\$ 169.50

Totals for This Matter

Total Current Billing for this Matter - Services Through October 31, 2012 ..... \$169.50

TOTAL BALANCE DUE: ..... \$169.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

November 28, 2012  
Invoice 356874  
Page 2

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE SUMMARY

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

Total Services: ..... \$169.50

TOTAL SERVICES AND DISBURSEMENTS: ..... \$169.50

TOTAL BALANCE DUE: ..... \$169.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

10



111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

December 20, 2012  
Invoice 357866  
Page 1

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

For Services Through November 30, 2012

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

10/18/12	Interoffice conference regarding need for conflict waiver; telephone conference with Joe Nicks regarding waiver of conflicts.	0.00 hrs.	\$	0.00
11/1/12	Review documents in preparation for meeting; meeting with Chuck Lamine, Marianne Dickson and Fred Monique regarding how to proceed.	0.70 hrs.	\$	147.00
11/5/12	Draft complaint; email to Chuck Lamine regarding same.	1.60 hrs.	\$	336.00
11/9/12	Draft demand letters; email to Chuck Lamine regarding same.	0.50 hrs.	\$	105.00
11/21/12	Telephone conference with Mr. Gerbers regarding status of SC Grand; email to Mr. Lamine regarding same; emails from and to Mr. Lamine regarding same.	0.60 hrs.	\$	126.00
Total Fees for Professional Services.....				\$ 714.00

Reimbursable Costs:

Postage	\$	2.25
Total Reimbursable Costs	\$	2.25

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

December 20, 2012  
Invoice 357866  
Page 2

Totals for This Matter

Balance Due as of Previous Invoice Dated November 28, 2012.....	\$169.50
MATTER BALANCE BROUGHT FORWARD .....	\$169.50
Fees for Professional Services .....	714.00
Reimbursable Costs .....	\$2.25
<u>Total Current Billing for this Matter - Services Through November 30, 2012 ...</u>	<u>\$716.25</u>
 TOTAL BALANCE DUE: .....	 <u><u>\$885.75</u></u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

December 20, 2012  
Invoice 357866  
Page 3

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF 12/20/2012

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.97141      BROWN COUNTY/SC GRAND

BILLING HISTORY

Last Bill Date .....	11/28/12
Last Bill-Thru Date .....	10/31/12
Last Bill Amount .....	169.50
Last Payment Date .....	
Last Payment Amount .....	0.00

ACCOUNTS RECEIVABLE

0-30 Days .....	169.50
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days.....	0.00
Over 120 Days .....	0.00
TOTAL A/R.....	169.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

December 20, 2012  
Invoice 357866  
Page 4

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

INVOICE SUMMARY

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

Total Services: .....	\$714.00
Total Reimbursable Costs: .....	\$2.25
<b>TOTAL SERVICES AND DISBURSEMENTS: .....</b>	<b><u>\$716.25</u></b>
<b>TOTAL BALANCE FORWARD:</b>	<b>\$169.50</b>
<b>TOTAL BALANCE DUE: .....</b>	<b><u>\$885.75</u></b>

**PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS**

IN ACCOUNT WITH

**MICHAEL BEST**

2 FRIEDRICH LLP

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Kristen M. Hooker, Interim Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

December 12, 2012  
Invoice No. 1221303

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1221303

For Professional services rendered through November 30, 2012, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

11/8/12	R Exum	Process CNA payment; update invoice tracking chart; review MBF invoice and prepare markup for insurers; prepare letter to insurers enclosing MBF invoice for payment.	0.70	\$126.00
11/20/12	R Exum	Process Wausau payment; update invoice tracking and payment chart; prepare letter to client enclosing Wausau payment and updated chart.	0.30	\$54.00

Total Hours 1.00

Total Services \$180.00

Disbursements:

Postage 3.00

Disbursements Total \$3.00

MICHAEL BEST

IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

Client: 018236

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Page 2

December 12, 2012  
Invoice No. 1221303

**Matter: 018236-0042 Fox River Cleanup - Insurance**

<b>Total This Matter</b>	<b>\$183.00</b>
Balance from previous statement	\$324.00
Payments received	0.00
Current Balance	<u>\$507.00</u>

MICHAEL BEST



IN ACCOUNT WITH

**MICHAEL BEST**

& FRIEDRICH LLP

Client: 018236

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Page 3

December 12, 2012  
Invoice No. 1221303

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
R Exum	Paralegal	1.00	\$180.00	\$180.00
<b>Totals</b>				<b>\$180.00</b>

MICHAEL BEST

IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Kristen M. Hooker, Interim Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

December 12, 2012  
Invoice No. 1221304

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1221304

For Professional services rendered through November 30, 2012, as follows:

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

11/28/12	I Pitz	Read recent filings and trial materials to assess impact on Brown County; attend pretrial scheduling conference.	6.70	\$2,747.00
Total Hours			6.70	
Total Services				\$2,747.00
Total This Matter				\$2,747.00
Balance from previous statement				\$3,214.15
Payments received				(114.32)
Current Balance				<u>\$5,846.83</u>

IN ACCOUNT WITH

One South Pinckney Street  
P O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

**MICHAEL BEST**

Client: 018236

Page 2

December 12, 2012  
Invoice No. 1221304

**Matter: 018236-0044 API and NCR v. George A. Whiting, et al.**

**ATTORNEY BREAKDOWN**

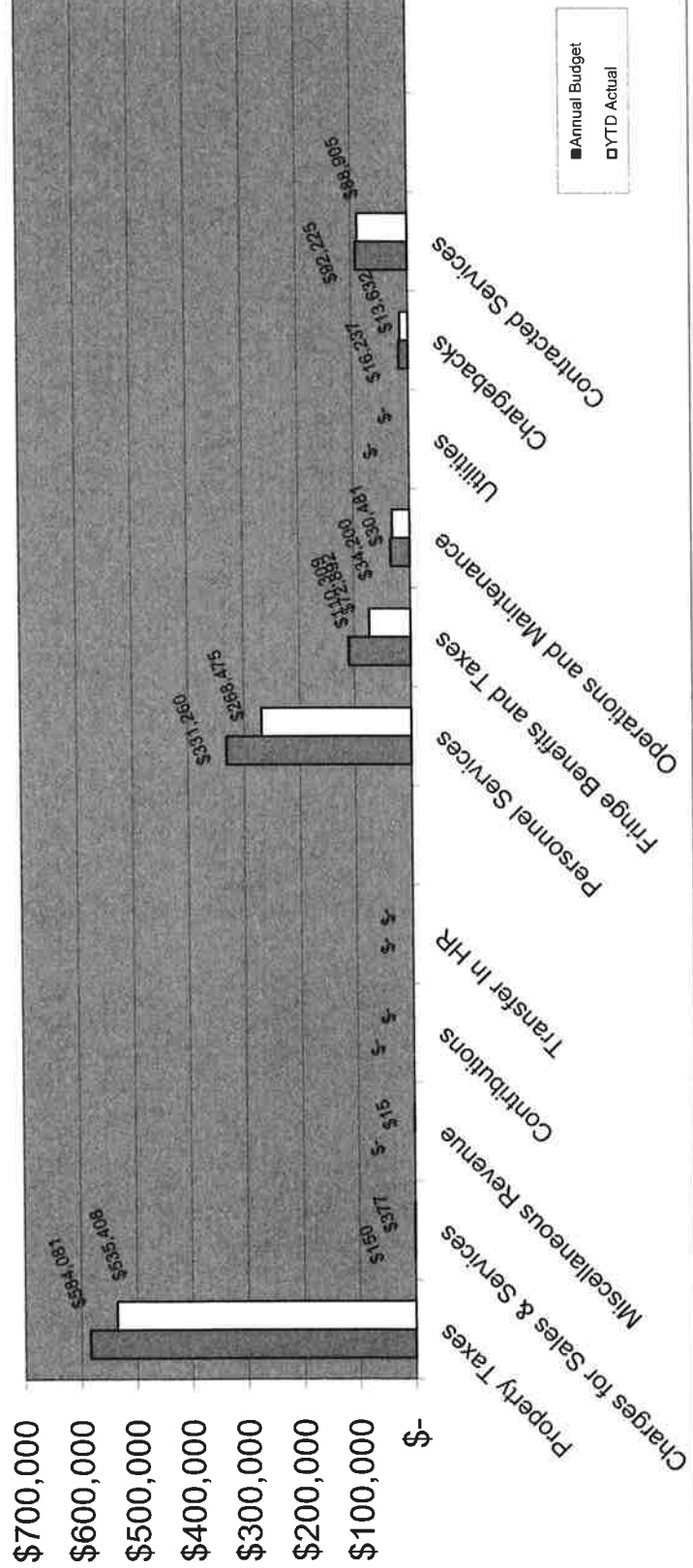
<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
I Pitz	Partner	6.70	\$410.00	\$2,747.00
<b>Totals</b>				<b>\$2,747.00</b>

	Annual Budget	YTD Actual	
Property Taxes	\$ 584,081	\$ 535,408 (1)	
Charges for Sales & Services	\$ 150	\$ 377	
Miscellaneous Revenue	\$ -	\$ 15	
Contributions	\$ -	\$ -	
Transfer In HR	\$ -	\$ -	
Personnel Services	\$ 331,260	\$ 268,475 (2)	
Fringe Benefits and Taxes	\$ 110,309	\$ 72,892 (3)	
Operations and Maintenance	\$ 34,200	\$ 30,481 (4)	
Utilities	\$ -	\$ -	
Chargebacks	\$ 16,237	\$ 13,632 (5)	
Contracted Services	\$ 92,225	\$ 88,905 (6)	

**Highlights:**

- (1) - Monthly levy allocation from January through November 2012.
- (2) - 81% of Personnel Services have been utilized year-to-date.
- (3) - 66% of Fringe Benefits and Taxes have been utilized year-to-date.
- (4) - 89% of Operations & Maintenance have been utilized year-to-date.
- (5) - 84% of Chargebacks (intra-county expenses) have been utilized year-to-date.
- (6) - 96% of Contracted Services have been utilized year-to-date.

## Board of Supervisors - November 30, 2012



# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process\_dj@co.brown.wi.us

**DAN PROCESS**  
**INTERNAL AUDITOR**

Date: December 28, 2012

To: Executive Committee

Cc: Patrick Moynihan Jr., County Board Chair

From: Dan Process, Internal Auditor DP

Re: 2012 Accomplishments (July 30 – December 28, 2012)

Listed below are the main projects that I participated in and/or completed in 2012:

1. Evaluation and selection of external auditing services vendor - Request for Proposal (RFP) #1645.
2. Research and analysis pertaining to Brown County Housing Authority (BCHA).
3. Research and analysis pertaining to the annual County budget.
4. Report preparation and review of monthly bills over \$5,000.
5. Review of monthly Clerk of Courts bank reconciliations.
6. Review of County Board Financial statements and preparation of report for Executive Committee.
7. Worked with multiple individuals in drafting an appropriate response to each departments request for a variation to the requirements of Policy A-10 Monetary Receipts, Disbursements and Deposits. (Port & Solid Waste Department, Parks Department, District Attorney, Aging & Disability Resource Center and Library.)
8. Other miscellaneous activities (e.g., addressed tip line calls/messages, internal control questions, open records requests, etc.)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

**January 2, 2013**

**Departments for position approval process at January Executive Committee:**

**Clerk of Courts – Court Coordinator**

Vacated on 1/2/13

**County Clerk – Deputy County Clerk**

Vacated on 1/7/13

**Human Resources – Employee Services Manager**

Vacated on 12/28/12

**Human Services – Behavioral Health Specialist (x2)**

Vacated on 8/29/12 and 10/09/12

**Human Services – Economic Support Specialist I (x2)**

Vacated on 1/2/13 and 1/9/13

**Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing**

Vacated on 12/9/12

**CLERK OF CIRCUIT COURT**

100 SOUTH JEFFERSON STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
TELEPHONE (920) 448-4155  
FAX (920) 448-4156  
WWW.CO.BROWN.WI.US/CLERK\_OF\_COURTS



JASON B. BECK  
CLERK OF CIRCUIT COURT

MARY F. KIMMETH  
CHIEF DEPUTY

NEIL A BASTEN  
FINANCIAL OPERATIONS MANAGER

December 11, 2012

TO: Troy Streckenbach, County Executive  
Lynn Vandenlangenberg, Human Resources Manager  
Brent Miller, Director of Administration

FROM: Jason Beck  
Clerk of Courts

SUBJECT: Request to Fill – Court Coordinator

1. **Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)**  
The position description is current.
2. **Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**  
Yes. Brown County has eight circuit court judges. Each judge is assigned a Court Coordinator to take minutes in court amongst other duties. A court would not be able to function without a coordinator.
3. **Describe job performance measurement for this position (clients, caseload, work output, etc.)**  
A judge's court calendar will determine when the position is needed in court. The number of case filed per year based on the type of cases the judge is handling determines the volume of cases.
4. **Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**  
This position is a full time position that works closely with a judge. Both the volume of work and the quality of the work would preclude consolidating this position with another position. Eliminating this position would cripple one branch of the court and make it non-functional. A judge can not work without a clerk. This is a highly skilled position that should not be outsourced.
5. **Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**  
This position was approved in our 2013 budget. Funds are sufficient to cover the position.

**6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?**

A judge can not operate his court without a Court Coordinator. We could have a Deputy Clerk cover, but then their job is not getting done. The longer this went on the more backlogged we would become in completing our Judgment of Convictions which are needed in a timely fashion by both the Department of Corrections and the Department of Justice.



## Budget Impact Calculation

**Department:** Clerk of Circuit Court  
**Position:** Court Coordinator (Judicial Assistant)

**Partial Budget Impact:** Time frame of 1/14/13 - 12-31/13  
49 Weeks

**Salary** \$ 38,844.75

**Fringe Benefits** \$ 21,050.21

\$ 59,894.96

Note: estimated date of hire for partial year calculation is for the week after the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 41,223.00

**Fringe Benefits** \$ 22,339.00

\$ 63,562.00

Note: this position is in the 2013 budget

**Position vacated:** 1/2/2013

**Budgeted hourly wage rate:** \$21.14

**Total Number of FTEs Budget for this position title in budget:** 9

**Number of FTEs filled with this position vacant:** 8

**Percent of this position staffed:** 89%

I recommend approval of this posting. The Court Coordinator helps maintain the flow in each court as needed. Each judge is assigned a court coordinator to take minutes in court, along with other duties. A court would be unable to function without filling this position.

## COUNTY CLERK

305 E. WALNUT STREET, ROOM 120  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

**DARLENE K. MARCELLE**

PHONE (920) 448-4016 FAX (920) 448-4498

COUNTY CLERK

December 12, 2012

TO: Troy Streckenbach, County Executive  
Lynn Vanden Langenburg, Human Resources Manager  
Brent Mueller, Director of Administration

FROM: Sandy Juno, County Clerk Elect

SUBJECT: Deputy County Clerk Vacancy

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
**Job description is current.**
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
**Yes, the Deputy is responsible for elections coordination and publications; County Board proceeding and publications; staff supervision; performs duties performs duties of the County Clerk in the absence of the County Clerk and Chief Deputy Clerk.**
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
**Performance is measured by accuracy in all duties and responsibilities performed by the County Clerk's Office.**
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
**We have already agreed with the County Executive to not fund our Clerk I Elections (.5) position for the 2013 Budget. We cannot operate with less than a staff of six.**
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
**This position already exists in our table of organization. Funds are available in the 2013 Budget.**
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
**We would need to eliminate programs many of which are revenue based.**

## Budget Impact Calculation

**Department:** County Clerks Office  
**Position:** Deputy County Clerk

**Partial Budget Impact:** Time frame of 1/7/13 - 12-31/13  
51 Weeks

**Salary** \$ 37,867.50

**Fringe Benefits** \$ 21,527.88

\$ 59,395.38

Note: estimated date of hire for partial year calculation is after the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 38,610.00

**Fringe Benefits** \$ 21,950.00

\$ 60,560.00

Note: this position is in the 2013 budget

**Position vacated:** 1/6/2013

**Budgeted hourly wage rate:** 19.8

**Total Number of FTEs Budget for this position title in budget:** 1

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: I recommend approval of this request. This position is vacant, due to the retirement of Darlene Marcelle, and the advancement of Sandy Juno and Susan Laabs. The Clerk's office continues to run on minimal staffing levels, and having a vacancy directly affects the service to the public

For Questions, call Sandy Juno at 448-4017

# HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

January 2, 2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Director of Administration

FROM: Lynn Vanden Langenberg, Interim HR Manager  
Human Resources

SUBJECT: Request to Fill – Employee Services Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.) Yes, this position has been updated to reflect current needs.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. This position manages and coordinates the payroll and benefits functions. These areas have high-activity in volume and is high-dollar costs to the County. Accuracy, efficiency, and compliance are necessary.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.) Annual benefits enrollment, plan design and costing of plans coordinated with consultant. Communication with administrators of various plan offerings to include work comp, health and dental, pre-tax health and dependent care dollars, and WRS. Communication with employees on benefits offered. Management of the approved positions of the table of organization and the costing of staffing for the budget process.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. This position will work with the HR Manager to streamline the HR operations and to fully utilize the investments recently made in the HR/Payroll system and the Kronos Timekeeping system. Brown County already has outsourced the administration of many of the benefits, however internal coordination with employees/vendors is still needed. This position is the coordination point of those benefits.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? Funds are in the budget to cover the cost of this position.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? The HR and Payroll areas have undergone many changes in the last year. HR will continue to seek a high-level of customer service in assisting our customer departments with their HR needs. This position is essential in maintain compliance and meeting the needs of the customer.

## Budget Impact Calculation

**Department:** Human Resources  
**Position:** Employee Services Manager

**Partial Budget Impact:** Time frame of 1/14/13 - 12-31/13  
50 Weeks

**Salary** \$ 59,600.00

**Fringe Benefits** \$ 24,461.54

\$ 84,061.54

Note: estimated date of hire for partial year calculation is after the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 61,984.00

**Fringe Benefits** \$ 25,440.00

\$ 87,424.00

Note: this position is in the 2013 budget

**Position vacated:** 12/28/2012

**Budgeted hourly wage rate:** \$29.80

**Total Number of FTEs Budget for this position title in budget:** 1

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: This is a critical position that assists employees with health insurance, work comp, payroll, and other county benefits. This position is responsible for managing the benefit programs for all county employees. I recommend approval.

October 11, 2012

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources

FROM: Althea Noukki, Human Services

SUBJECT: Request to Fill – Behavioral Health Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current and recently updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of the position are essential as this service is defined in Chapter 51 of providing court related services for mental health cases in accordance with Chapter 51 mandates including monitoring of Settlement Agreements set forth by the Chapter 51 Judge and also monitoring Commitment Orders signed by the Judge. In addition, essential mandated services are set forth in Chapter 48 and Chapter 938 to provide services to Child Protection youth and to Juvenile Justice youth.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The clients served are referrals from the Chapter 51 courts, CHIPS and Juvenile Justice Youth. Caseload in the Chapter 51 area is at its highest point, in excess of 50 cases, and referrals from Child Protective Services are coming in faster than we can respond. Work output will combine monitoring of youth referred, direct service involving evaluation, assessment, and monitoring of client agreements and orders with provision of therapeutic interventions otherwise inaccessible or unavailable from community resources. Linkage with the Chapter 51 courts, Child Welfare and Juvenile Courts and affiliated social workers will be a key work output.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This vacancy in Juvenile Court presented an opportunity to streamline and reorganize operations into the CABHU unit to allow for reallocation of the position to meet client needs within the agency.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

By filling the position, this will allow for the Behavioral Health Specialist to reduce the volume of Bellin/EM-1 cases going to settlement agreements and commitment orders by providing services in a preventive fashion. The role of the position would have impact in reducing out of home placements, avoiding costly high end residential placements, and would directly impact keeping youth in the community with their family and offering service to strengthen support systems locally in a family based manner.

The position will also be able to generate revenue through billing at the outpatient level to offset costs.

## Budget Impact Calculation

**Department:** Human Services - CTP  
**Position:** Behavioral Health Specialist

**Partial Budget Impact:** 1/8/2013-12/31/2013 51 weeks

**Salary** \$ 58,848.12

**Fringe Benefits** \$ 24,660.46

\$ 83,508.58

Note: estimated date of hire for partical year calculation is after the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 60,002.00

**Fringe Benefits** \$ 25,144.00

\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 8/29/2012

**Budgeted hourly wage rate:** 30.77

**Total Number of FTEs Budget for this position title in budget:** 110.8

**Number of FTEs filled with this position vacant:** 104.8

**Percent of this position staffed:** 95%

Analyst Recommendation: The Analyst supports the filling of this position. The position is Juvenile Court Unit position is currently vacant, and will be replaced by this Children and Adolescent Behavioral Health position.



## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

December 10, 2012

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?  
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
  - o The current caseload averages between 780-880 cases per worker.
  - o Brown County Caseload Comparison:
    - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
    - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
    - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
    - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million

### Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all  
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
  - Decrease in quality customer service.
  - Basic needs of our consumers may not be met or met timely.
  - Delay in benefits to consumers in crisis and need.
  - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
  - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
  - Caseloads are being minimally maintained and all duties of the job are not able to get done.

## Budget Impact Calculation

**Department:** Human Services - CTP  
**Position:** Economic Support Special I

**Partial Budget Impact:** 1/8/2013-12/31/2013 51 weeks

**Salary** \$ 30,796.15

**Fringe Benefits** \$ 20,471.60

\$ 51,267.75

Note: estimated date of hire for partical year calculation is after the Executive Committee Mtg

### **Annualized Budget Impact:**

**Salary** \$ 31,400.00

**Fringe Benefits** \$ 20,873.00

\$ 52,273.00

Note: this position is in the 2013 budget

**Position vacated:** 1/9/2013

**Budgeted hourly wage rate:** 19.88

**Total Number of FTEs Budget for this position title in budget:** 42.25

**Number of FTEs filled with this position vacant:** 38

**Percent of this position staffed:** 90%

Analyst Recommendation: The Analyst supports the filling of this position. The department has stated the increase demand for this position/ services to community.

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

December 4, 2012

TO: Troy Streckenbach, County Executive  
Lynn Vandenlangenberg, Human Resources Manager  
Brent Miller, Director of Administration

FROM: Brian Shoup, Human Services Director  
Human Services

SUBJECT: Request to Fill –Social Worker – Child Protection Intake/Ongoing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

**The position description is current.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties, and that required performance will continue to be a struggle if Brown County remains at current staffing levels. In 2012, Child protection has received significantly higher than anticipated reports (approximately a 25% increase from 2011) from the community that require our agency to respond to assure for children's safety.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**This position is necessary to meet the high volume of child abuse and neglect reports.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position



need to be held vacant for a period of time to offset projected budget shortfalls?

**This position was approved in the 2013 Brown County Budget.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

**The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.**

## Budget Impact Calculation

**Department:** Human Services - CTP  
**Position:** Social Worker Case Mgr-Child Protection Intake/ongoing

**Partial Budget Impact:** 1/8/2013-12/31/2013 51 weeks

**Salary** \$ 58,848.12

**Fringe Benefits** \$ 24,660.46

\$ 83,508.58

Note: estimated date of hire for partical year calculation is after the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 60,002.00

**Fringe Benefits** \$ 25,144.00

\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 12/9/2012

**Budgeted hourly wage rate:** 30.77

**Total Number of FTEs Budget for this position title in budget:** 110.8

**Number of FTEs filled with this position vacant:** 109.8

**Percent of this position staffed:** 99%

Analyst Recommendation: The Analyst supports the filling of this position. The position is vacant due internal promotion. The department has stated the increase demand for this position/ services to community.